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|  **Activities:** Working Safely at BPR during Covid-19  | **Location:** BPR  | **Name of person completing the generic baseline RA: Christine Bass****Name of person preparing a site/person/task specific RA: Christine Bass** |
| **Who is exposed to the hazards listed below?** **X** NAO Employees X Others: Visitors, Contractors, Tenants, Young Persons, New & Expectant Mothers, Persons with Disabilities | **Environment:** X NAO Office  External Areas  Other off- site working, clients premises |
| **Support in completing the risk assessment can be found here:** [**Guide to carrying out Risk Assessments**](http://naotank.nao.gsi.gov.uk/Sites/Facilities/_layouts/15/DocIdRedir.aspx?ID=CORPFUNC2-3-19525) **Key: H = HIGH RISK, M = MEDIUM RISK, L = LOW RISK**The Government Guidance Document [https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fguidance%2Fworking-safely-during-covid-19%2Foffices-factories-and-labs&data=04%7C01%7Cchristine.bass%40nao.org.uk%7C5e6cf003d84845d0076808d94a90d7f1%7Ce569c7b06dfc42b89b6a2cfc414d4f8c%7C0%7C0%7C637622808221340967%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=HSfkHykLA1e3Nws9b9GG3Swg3Ox04pLPPFuWDIiomj4%3D&reserved=0) has been followed whilst writing this Risk AssessmentProtocols for working safely at BPR have been developed from this risk assessment and will be provided to everyone working in BPR |
| **HAZARD** | **RISK EVALUATION**  | **SAFETY CONTROL MEASURES**  | **H/M/L** | **Check** |
| **A Hazard is something that has the potential to cause harm** | **What is the risk (probability & severity) of the hazard causing harm or damage?** | **H/M/L (before)** | **All of the safety control measures set out below should be in place.****If not, identify those which require implementing by using the check column to the right.** **Add any hazards not identified in this generic assessment in the space at the bottom of the form and follow the risk assessment process** | **(after = residual risk)** |  |
| Spread of Covid-19 | Risk of contracting Covid-19 from colleagues or visitors whilst at work  | **H** | **Updated 01/04/22 following Government announcement.****Hand Washing and sanitising**Hand washing facilities with soap and water are in place and sanitiser stations installed at entrances to all floors, next to the security barriers in reception, throughout floors and in meeting rooms. Sanitiser units also mounted in lift lobbies with posters reminding staff and tenants to sanitise before pressing lift buttons. Hand washing guidance posters displayed in the bathrooms <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> Electric hand driers and disposable paper towels provided in all toilets. Posters displayed throughout the workplace to remind employees to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Notices have been displayed in toilets reminding staff to close the toilet lid before flushing.**Cleaning**CitroxProtect has been applied in all common areas and Red, Green and Blue Zones. This will kill all viruses on contact and lasts for 6 months from application at end December 2021.Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as doors, handles, light switches, tea points, handrails, lift buttons, photocopiers, taps, shredding machines and reception area using appropriate cleaning products and methods. Toilets are cleaned regularly. **Standard Cleaning in the office daily**Surfaces, i.e. desktops, tea points, toilets are wiped down with cleaning detergent and warm water. NAO have enforced a clear desk policy to aid with cleaning and desk booking.**Social distancing**The Government have removed the requirement to maintain a 1m+ social distance however we remind staff that this is a good practice in reducing the spread of COVID19 – and they should maintain a social distance were possible. Perspex screens fitted to the reception desk and Facilities Service Desk.**Wearing of Gloves**Where Risk Assessment identifies wearing of gloves as a requirement of the job (e.g. cleaning), an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.Staff are reminded that wearing of gloves is not a substitute for good hand washing.**Face Coverings**Mask wearing is no longer mandated in public spaces. We will not require staff, tenants or visitors to wear a face covering in NAO premises. We still recommend that they are worn in lifts when 2 or more people are using them as they are enclosed spaces.**Testing for asymptomatic COVID**Staff who are working in the office are no longer expected to test regularly following the end of free lateral flow test availability. This also means that staff are no longer asked to report any test results to the HR service desk and identify any close contacts.**Symptoms of Covid-19 or other Respiratory Illnesses**Staff who are unwell with symptoms of a respiratory illness, including COVID, are asked to stay at home and not come to the office until they no longer have a high temperature (if they had one) or no longer feel unwell.**Self-isolating**If a member of staff has had a positive COVID test result, they should stay at home and not come into the office or attend a client site for five days after the day they took their test. They should notify their line manager of any impact this is likely to have on their work.If a member of staff lives in a household where someone has tested positive for COVID, they are advised to follow the government guidance and avoid contact with anyone they know who is at higher risk of becoming severely unwell; limit close contact with other people outside their household; wear a well-fitting face covering made with multiple layers or a surgical face mask if they do need to have close contact with other people. They should notify their line manager if this is likely to impact on their work e.g. unable to complete a site visit or attend the office.**Ventilation systems**The building’s ventilation system does not recirculate air. The building receives a fresh air supply via air handling units (AHUs) located on the roof. From there, the outside air is taken in, filtered and delivered to the floors. The “used” air is then extracted from each floor and expelled outside by the same AHU but using extract ducting.CO2 monitors are being used as additional measure of air quality. | **L** |  |
| Lack of first aid cover | Lack of first aid cover leading to inadequate response to accidents or medical incidents | **M** | Adequate first aid cover for the number of NAO staff in the office will be provided by Security officers.  | **L** |  |
| Fire or other emergency situation requiring the building to be evacuated | Risk of an uncoordinated or delayed evacuation due to lack of fire wardens. Risk that we would not know which staff members are present in the building | **H** | All NAO staff are required to book a desk using the desk booking system and check in when they arrive at their desk.The booking system’s sheets will be printed by Security and be taken to the assembly point and a roll call taken (this is an additional measure introduced whilst there is an absence of trained fire wardens in the building). The role of Incident Controller and Fire Warden are covered by the Security and Facilities teams who always have a presence in the office.Evacuation procedures will be updated to reflect the changing situation and changes will be communicated to staff on arrival.A PEEP will be in place for any individual who will require assistance to evacuate. | **L** |  |
| Mental ill health | Risk that staff suffer from mental ill health  | **M** | NAO will continue to promote mental health and wellbeing awareness to staff and will offer whatever support they can to help.An Employee Assistance Programme is in place to support staff and the intranet has details of how to get support.Mental Health First Aiders will continue to support staff in person or remotely via phone calls, email, etc.  | **L** |  |
| Contracting Covid-19 whilst commuting to BPR | Increased risk of contracting Covid-19 due to decreased number of trains, tubes and buses making it more difficult to social distance | **H** | Staff are advised to follow the Government advice and any advice/guidance issued by their transport operators, e.g. TFL.Staff will be given details of local car parks which can be used for private vehicles should they choose to drive to work. The NAO car park has limited spaces and will only be available for staff by prior arrangement and for exceptional reasons.Bicycle storage areas and showers are available for staff who cycle to work.  | **M** |  |
| Having reviewed the hazards and risks, the level of risk and the key risks, I believe that if the control measures identified are applied NAO will, so far as is reasonably practicable, have met the requirements of this assessment.**Assessment made by:**Print: Daniel Lambauer Signature: Dated: 1 April 2022  |

**Note:** Document AD 5.0 ‘Guide to carrying out Risk Assessments’ should be read before completing this Risk Assessment.